

DEPARTMENT OF POLITICAL SCIENCE AND INTERNATIONAL RELATIONS WORKLOAD POLICY

Preamble. The Department of Political Science and International Relations exists within the College of Arts and Science to promote the mission of the University of Delaware: teaching, scholarship, and service. Faculty in the Department on nine month contracts are normally required to teach only during the spring and fall semesters; however, their responsibilities to the University are not confined to the nine month academic year. As the Faculty Handbook states (III.A.1), summer months will be used “for reading, study, research, and travel related to the professional development of the faculty member as well as for providing a reasonable period for relaxation.”

This policy agreement provides guidelines for appropriate workload for all full-time tenured and tenure-track faculty members in the Department, and their workload activities will align with the Department’s Merit Metrics and its Promotion and Tenure Guidelines. However, promotion and tenure are separate issues not addressed by the workload agreement.

The Collective Bargaining Agreement (CBA), dated 15 April 2002, stipulates that 12 credit-contact-hours per week per semester constitutes a 100% workload for the semester for a faculty member. All tenured and tenure-track faculty at the University are expected to engage in teaching, scholarship, and service, and to provide time to contribute in all three areas such faculty are typically assigned administered loads by the Department Chair. Administered workloads are not automatic, but must accord with the actual contributions of faculty members who are assigned such workloads. Workload assignments to support research, scholarship, and/or service must be reflected in research, scholarly, and/or service productivity commensurate with that workload responsibility.

I. Typical Assigned Workload

A. Teaching: Each hour spent in scheduled classroom teaching counts as one credit-contact hour. The typical assigned teaching load in the Department for research-active tenured and tenure-track faculty is two three-credit-contact-hour courses each fall and spring semester in academic program areas deemed necessary by the Chair. A regular course typically has three credit-contact-hours per week; each three-credit-contact-hour course is therefore 12.5% of workload per year. Thus, the typical administered teaching load is 50% of a faculty member’s workload. Other teaching activities are included in the determination of the teaching workload as specified in Article XI, Footnote 3 of the CBA (2002-2005). Each tenured and tenure-track faculty member is also expected to advise a share of the undergraduate and graduate students majoring in the Department’s curricula and to keep a minimum of three office hours per week for this purpose. According to the CBA (2002-2005), Article XI, footnote 3, thirty full-time undergraduate advisees are equivalent to credit-contact-hour.

Teaching and advising activities include:

- Instruction in regular academic courses
- Developing new courses
- Supervision of theses and dissertations
- Supervision of special problems and independent study courses, including undergraduate summer research programs
- Undergraduate and graduate student advising
- Participation in activities such as Pathways or Life Clusters, honors sections added onto regular classes, and coordinating lecture series.

B. Research and Scholarship: Scholarly research and publication are a significant component of each faculty member's contribution as a member of the University's academic community. Activities that qualify as research are outlined in the Department's *Promotion and Tenure Guidelines* and *Merit Metrics* and in the Faculty Handbook guidelines on promotion and tenure. Because scholarly research is highly valued by the Department and is a requirement for promotion for all faculty ranks, all tenure-track faculty are expected to maintain a program of scholarly research. The typical research workload percentage for a tenured or tenure-track faculty member is 40%.

Research and scholarship include:

- Publications
- Pursuit and receipt of grants and other support for research
- Presentations in professional forums
- Progress on long-term projects demonstrated through data collection, data analysis, or written work.

C. Service: A normal amount of service related to the typical expectations of a full-time faculty member is presumed in every workload assignment. Examples of this expected service might include, but are not limited to: attendance at department meetings, attendance at admissions and recruiting events, and participation in commencement and honors day activities. Regardless of the percentage of workload assigned to any area, faculty members are expected to perform normal service activities except when on approved leave. The appropriate weight to be assigned to these activities will be determined during the annual planning process, but a typical service percentage of total workload for tenured and tenure-track faculty member is 10%.

Service activities include:

- Department, College, and University: committee and other assignments
- Profession: consultation, editorial services, offices held, organizing sessions at professional meetings, etc.

- Community: civic committees, boards, commissions, consultation services, appearances before community groups, state, national, and international organizations.

II. Modified Workloads

After consultation with the faculty member, the Chair may also assign alternative workloads as long as such assignments are otherwise consistent with the Collective Bargaining Agreement and University policies and procedures. The appropriate assignment and weight will be determined during the annual evaluation process by consultation between the Department Chair and each individual faculty member. Ultimate responsibility for workload assignment rests with the Department Chair, who must assign workload to faculty to best utilize their skills and abilities, consistent with achieving the Department's overall mission and meeting its teaching responsibilities. In the event that the Chair and the faculty member are unable to agree on a workload assignment, it is the Chair's responsibility to determine the assignment. Some examples of alternative workloads for tenured and tenure-track faculty are summarized below.

A. Emphasis on Teaching. A tenured faculty member may ask to emphasize teaching and de-emphasize research in his or her workload and thereby 1) ask to teach one or more additional courses during the year beyond the typical assigned workload; 2) supervise independent study and special problems in accord with §I,A of this workload policy; and/or 3) agree to advise additional undergraduates in accord with §I,A of this workload policy. If the Chair accepts any adjustment in the typical teaching load, the faculty member will have his or her teaching workload percentage increased accordingly.

B. Emphasis on Service. A faculty member who undertakes unusually demanding service activities may request a workload assignment that emphasizes service. With the approval of the Department Chair, a faculty member who emphasizes service may request a teaching load or research effort reduction. Examples of such demanding service activities may include but are not limited to: substantial department, college, or university assignments, such as serving as associate chair, director of graduate or undergraduate studies or interdisciplinary programs; or professional positions such as editing a journal or serving on a professional board; and public/community service. When such service is to a unit other than the Department of Political Science and International Relations or in a campus administrative position, the Chair must be fully involved in the discussion of what that service will encompass.

C. Emphasis on Research and Scholarship. The Chair may assign a teaching load below the typical six credit-contact-hours per week administered teaching load to faculty members whose research productivity requires additional time. This may be required to support activities such as

but not limited to the following: developing or implementing a major grant, fulfilling important professional responsibilities, or completing a scholarly project at a critical career point.

D. Low Research Productivity. The Chair may assign one or more additional courses (i.e., courses beyond the typical six credit-contact-hours per week), additional advisement responsibilities, or additional service assignments to tenured faculty members who are not actively engaged in scholarship and publication. Evidence of low research productivity would usually include little or no published research and/or a lack of meaningful evidence of work in progress and would be reflected in annual research evaluations. A tenured faculty member with low research productivity is someone who, in the previous two years (including the year under review), has not published a book, an article, or chapter and has not submitted anything for publication. Accommodations will be made for demonstrated progress on long-term projects (e.g., substantial data collection, new material added to an ongoing book manuscript, and/or significant external grant applications). Accommodation must also be made for work intended for publication in the leading journals that require substantially more time and frequently an additional process of “revise and resubmit.”

E. Other Modifications. To meet the teaching needs of the Department, the Chair on occasion might request that a faculty member teach additional courses. This most likely will occur when it is necessary to assign courses to cover for faculty who are on sabbatical or other leave. For example, a faculty member with a typical teaching load may be asked to teach an additional course in the fall, but teaching load will be adjusted so that the faculty member teaches only one course in the spring. Otherwise, courses taught beyond a faculty member’s typical assigned teaching load are voluntary and will be compensated at the University’s prevailing rate for overload teaching. Compensated overload teaching will not be considered in determining workload percentages.

In order to allow tenure-track assistant professors adequate time to compile the scholarly record that will be expected for tenure, they will not be asked to teach more than four regular-semester courses per academic year.

F. Course “Buy Outs.” By obtaining sufficient extramural funding a faculty member may “buy out” one or more courses per year. This will be at a rate consistent with the College’s buyout policy.

III. Summer Research Option:

Tenured and tenure-track faculty on 9-month academic appointments may request that performance in a summer program of sponsored or un-sponsored scholarship and research be included in the annual faculty evaluation. The faculty member must make the request for inclusion of such a program to the Chair on an annual basis during the workload planning process.

The Chair may reject the faculty member’s proposal on substantive grounds related to the

content of the proposal, the appropriateness of the proposed program as part of the workload for the faculty member, or the Department's needs and priorities. If the request is granted, the agreement must be documented as part of the individual's workload plan for the subsequent year.

Documentation must include a statement of the summer program of scholarship and research, and the expected products of that program, and it must stipulate the duration of the summer program of one, two, or three months. When it has been an agreed part of the faculty member's annual workload plan, the summer program of scholarship and research must be considered in computing the overall percentage distribution of faculty effort in teaching, research, and service for the year, with a weighting appropriate to the agreed duration of the summer program. For example, the following overall annual percentage distributions would be available to a tenured or tenure-track faculty member with a typical administered load but who opts for the summer research program:

Summer Option	Teaching	Scholarshi p	Service	Full Workload
One Month	45	46	9	100
Two Months	41	51	8	100
Three Months	37.5	55	7.5	100

In choosing the summer option, faculty are restricted, in accord with the conditions stated in the Faculty Handbook, Section III, F, 4, during the portion of the summer dedicated to research and scholarship.

IV. Amendments. This document can be modified by the majority vote of the Department's faculty in accordance with voting provisions of the Department's Bylaws, subject to the approval of the Dean, Provost, and AAUP.

V. Date of adoption: Approved by the Department at its October 22, 2003 meeting.

